



ST. FRANCIS ADVOCATES

Posting #22-54

Dedicated to Making a Difference

Main Office: 7346 Arkona Road
P.O. Box 218 Arkona, ON N0M 1B0
Phone: 519-828-3923 Fax: 519-828-3927
www.mysfa.org

St. Francis Advocates is dedicated to making a positive difference in the lives of people with Autism and other Developmental Disabilities. We are committed to empowering people by promoting independence, providing opportunities, encouraging growth through education, developing partnerships, and collaborating with communities, within a caring environment.

To assist in our current human resource needs, we are seeking to recruit **internally and externally, 1 team member** who is dedicated to teamwork, understands commitment, accepts responsibility, and possess exemplary verbal and written communication skills to the position of:

Director, Support Operations (Temporary Full Time)

To provide coverage for a leave of absence that will be roughly 18 months in length, the successful candidate must be prepared to fulfill a major role within the organization by temporarily overseeing all support operation services.

The Director, Support Operations accepts lead responsibility for the effective overall management of a broad range of accommodation and community participation supports and services. Reporting to the Executive Director, and working collaboratively within the Senior Leadership Group, the Director will provide vision, direction and support to employees who support people with developmental disabilities to ensure high quality service, strong employee engagement, business growth and fiscal performance.

Establishing and maintaining effective and constructive working relationships, the Director will drive the delivery of quality supports and services and the development of excellence by aligning people and resources to identified opportunities and proactively developing programs to fill service gaps and satisfy organizational needs. The Director will provide principled, ethical leadership and represent the Agency in a positive and professional manner at all times.

Qualifications:

- Post-secondary education gained through Community College Diploma or University Degree with specialization in Human Services or related field of study.
- Minimum 3 years of relevant Management/Leadership experience.
- Minimum 5 years of progressive experience within the Developmental Services or related sector.
- Knowledge of Ministry of Children, Community and Social Services (MCCSS), and relevant Government Legislation.
- Valid Class "G" driver's license, one-million-dollar automobile liability insurance and a reliable vehicle for use at work.
- Criminal conviction background search, including vulnerable sector screening.
- Exceptional written and verbal communication skills in English; French language and American Sign Language proficiency considered an asset.

Qualified candidates are invited to submit a cover letter and resume by 4:00pm on Friday March 31, 2023, to:

St. Francis Advocates
Attention: Human Resources - **Posting #22-54**
Email: HR@mysfa.org

St. Francis Advocates is committed to developing inclusive, barrier-free selection process and work environment. If contacted in relation to the selection process, please advise Human Resources of accommodation needs to enable you to be assessed in a fair and equitable manner.

We thank you in advance for your interest. Only those candidates with the minimum qualifications will be contacted and considered for an interview.